

Professional and Managerial Branch
Cultural Group
Museum Series

MUSEUM EDUCATION ASSISTANT CURATOR

04/99(CDH)

Summary

Under general supervision, prepare and conduct Museum's volunteer tour guide (docent) training and public education programs.

Typical Duties

Operate the tour guide program. Involves: researching changing and permanent exhibition contents; preparing training materials; conducting art history and formal docent training classes; assessing effectiveness of training; monitoring and coaching docent job performance, taking corrective action; adjusting training package to improve tour content; preparing and communicating docent work schedules and work records; responding to tour inquiries; scheduling and conducting gallery tours.

Develop, prepare and conduct museum's public education programs. Involves: researching and writing exhibition brochures, press releases, gallery guides and related interpretive materials; preparing written materials for publication and distribution; assisting in developing and coordinating plans, promotions and gallery events; conducting public education programs and presentations for schools, civic and service organizations, and other public and private organizations as directed; guiding support staff in making formal presentations.

Perform related duties as assigned. Involves: performing specified duties during temporary absences of supervisor, coworkers or subordinates as qualified to maintain continuity of normal operations, if assigned; maintaining activity records and preparing related reports; assisting supervisor in training and orienting less knowledgeable employees by explaining and demonstrating job duties performed.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Art History; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: art history; museum and research methodology. Good knowledge of art education principles, practices and techniques.

Ability to: apply techniques of teaching and program coordination; establish and maintain effective working relationships with fellow employees, officials and the general public; express oneself clearly and concisely both orally and in writing; prepare reports and maintain records.

Skill in the safe use and care of training aid equipment; and the operation of a motor vehicle.

Physical Requirements: Occasionally operate a motor vehicle through City traffic.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours as required.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Director of Personnel

Department Head